

ASSOCIATE PERSONNEL ANALYST

DEPARTMENTAL PROMOTIONAL SPOT-SACRAMENTO CONTINUOUS FILING



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date.

WHO CAN APPLY

Persons who meet the minimum qualifications by the announced **cut-off date**. Applicants must have a permanent civil service appointment as of the cut-off date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department **or** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; **or** 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; **or** 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet by the announced **cut-off date**. The examination packet **must** include the following:

- [Examination Application \(Form STD 678\)](#)
- [Training and Experience Questionnaire](#)

To download the examination packet, please click on one of the links above.

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, Suite 720
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE
VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$4400-\$5348

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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**ELIGIBLE LIST
INFORMATION**

Competitors can be tested only once during a 12-month period. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

In the California state service, one year of experience performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

Or II

Either

Experience: Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems.

Or

Experience: Three years of progressively responsible technical experience in administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C).

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

CONTINUE TO THE NEXT PAGE

**DEFINITION OF
TERMS**

Pattern I – “Full time” means performing technical personnel work at least 50% of the time.

Pattern II - “Comparable in level of responsibility equivalent to that of an SSA” means that applicant must have had State experience in the appropriate type and length in a class at the same (or higher) level of responsibility of SSA, Range C.

“Technical personnel work” includes assignments such as classification and pay, testing and selection, health and safety/risk management, recruitment, labor relations, test validation and construction, position control, or other assignments requiring independent responsibility for analyzing and recommending decisions on difficult personnel problems.

Personnel Liaisons at the SSA, Range C level, may be qualifying if the experience involves performing technical personnel work on a full-time basis as defined above and the experience involves analyzing and recommending decisions on difficult personnel matters.

**POSITION
DESCRIPTION**

The Associate Personnel Analyst performs the more responsible, varied and complex technical work in the areas of Classification and Pay, Testing and Selection/Recruitment, Position Control, Labor Relations, and Risk Management. In addition, acts as a lead person for other staff personnel.

**EXAMINATION
INFORMATION**

This examination will consist of a Training and Experience Questionnaire and is the sole component of the Associate Personnel Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%

The Training and Experience Questionnaire process will measure the quality and breadth of experience in the following competencies:

- Communication
- Written Communication
- Consultation
- Analysis and Evaluation
- Training
- Database Management/Technical Skills
- Professional Development

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE
CREDITS/
CAREER CREDITS**

Veterans Preference Credits or Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039



California Department of Justice

Associate Personnel Analyst

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Associate Personnel Analyst. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Associate Personnel Analyst position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 7 sections:

- Communication
- Written Communication
- Consultation
- Analysis and Evaluation
- Training
- Database Management/Technical Skills
- Professional Development

The T&E Questionnaire is the sole component of the Associate Personnel Analyst examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
(916) 324-5039
tsu@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire, Affirmation Page, and Standard State Application by the cut off date stated on the bulletin to be considered for this examination process.

The completed Training and Experience Questionnaire, Affirmation Page, and Standard State Application must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 7th Floor
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Task Area 1: Communication

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

- 1. Gather information related to personnel matters that will be presented before the Department of Personnel Administration (DPA), State Personnel Board (SPB), State Fund, unions and/or other official bodies.**

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

2. **Present relevant and timely news and information (e.g., changes to an employee situation, new rules/procedures) related to personnel functions to customers.**

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One or more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

3. Plan and lead meetings with groups and teams to coordinate and meet project, program, or organizational objectives.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

4. Participate in meetings with customers to share ideas and brainstorm solutions.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Task Area 2: Written Communication

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

5. Write formal personnel-related documents (e.g., adverse actions, job analysis, workplace violence reports, policies).

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

6. Write personnel-related memos and/or letters (not email).

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

7. **Organize and compile data and information into reports (e.g., summarize numbers, create charts/graphs) to ensure accurate and clear documentation.**

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

8. Design and develop questionnaires, surveys and other information gathering tools.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

Task Area 3: Consultation

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

9. Consult with customers in order to identify/clarify their personnel-related issues or concerns.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

10. Provide recommendations to customers with respect to solutions or information regarding their personnel-related questions/issues.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

11. Represent the department at meetings, conferences, hearings, etc. with outside entities (e.g., SPB, DPA, State Fund, forums).

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

12. Collaborate with staff from various Personnel units to share information, resolve issues, complete work assignments, etc.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

13. Conduct site visits to communicate with customers and/or make observations (e.g., job audits, ergonomic evaluations).

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

Task Area 4: Analysis and Evaluation

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

14. Conduct analyses on complex personnel management matters (e.g., progressive discipline, examinations, grievances, workers' compensation, layoffs) to provide information, options, recommendations, etc.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

- 15. Evaluate and interpret information regarding various personnel activities (e.g., classification studies, essential duties, position management, examination planning/development) to be used in the formulation of a recommendation and/or a plan of action.**

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

16. Analyze proposed personnel actions (e.g., adverse actions, reasonable accommodations, position justification package, recruitment/assessment strategy).

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

17. Develop formal personnel-related policies and procedures.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

18. Interpret civil service laws, rules, regulations, departmental policies, procedures, and other authorities, in order to appropriately apply them to personnel-related matters.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

19. Conduct research to retrieve and compile relevant information and data necessary to complete personnel-related projects or assignments.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One or more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

20. Independently identify options and provide recommendations to various stakeholders on various aspects of personnel management.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

21. Conduct position or job analyses to identify essential tasks and competencies of jobs/positions.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

22. Review program operations, processes and procedures in order to ensure compliance with personnel laws, rules, regulations, policies, etc.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Task Area 5: Training

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

23. Develop presentations using PowerPoint or other similar technology to effectively convey important information.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

24. Develop training handouts or resource materials related to personnel matters.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

25. Conduct formal (e.g., class- or web-based) training related to personnel matters.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

26. Conduct informal (e.g., customer meeting, team meeting) training related to personnel matters.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

In your career, how many times have you performed the above task?

Never but willing to learn

1-5 times

6-10 times

11+ times

27. Act as a lead person to staff by providing training, instruction and/or guidance.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Task Area 6: Database Management/Technical Skill

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

28. I am proficient (i.e., require no further training) in using the following: (select all that apply)

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Adobe Acrobat (creating/editing, not reading)

DOJ Intranet

SCO System

SPB Exam System

SPB Certification System

HRMS

CompWatch

Personnel Information Exchange

29. Create spreadsheets to compile, compute, organize, and present data and statistics.

How would you describe your level of expertise in the above task?

I have expertise in this area; not only can I perform this with no additional training, but I have trained others in the performance of this task.

I have advanced skills in this area; I can perform this task with no additional training.

I have moderate skills in this area; I can generally perform this task independently but may require some additional training.

I have introductory skills in this area; I can perform this task with supervision.

I have little or not expertise related to this task but would be willing to learn.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Task Area 7: Professional Development

To respond appropriately to each statement, select the option from the scale(s) following each task that most closely represents your training and experience. Please make only one response per item.

30. Keep abreast of developments in the field of Human Resources, for example, reviewing newsletters and/or attending professional organization events.

Within the last three years, what is the most often you have performed the above task?

One of more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**